



*Responses to questions:*

**Q1. Page 21 of 30 - Section 4: Proposal Format and Instructions**

**4.2 PROPOSAL FORMAT-** In the Adult Day Care Proposal I can not find anything on single space, double space between paragraphs, 1-inch margins, numbering of pages, labeled tabs to use with bolded sections and subsections of the proposal, typed using Times New Roman (font) size 12 as we used in the 2006 proposal. Do we use the same as we did in 2006 or have I overlooked these requirements?

**R1.** Yes. Proposals must be typed using Times New Roman (font) size 12, single spaced, double space between paragraphs, 1-inch margins, number pages, tab proposals using labeled tabs that correspond with section and subsection headings.

**Q2. Page 4 of 14 - 4.2.4.2.4 Project Staff/Resumes/Job Descriptions  
Page 6 of 14 - K. STAFF -**

It seems these 2 are repeating the same information, do we still need to address both of them?

**R2.** Omit the requirement on Page 6 – K. STAFF.

**Q3. Page 7 of 14 - 4.2.4.3.3 Assessment of Benefits and Impact**

Can you give an example of Assessment of Benefits and Impact?

**R3.** No. Vendors must be able to explain the benefits and impact of services to clients and their families.